

## TOE Records:

1. Search for Person (All People)
2. If not found, use Staff Locator
3. If multiple, combine using Data Utilities>Combine Person
4. Enter District Employment (use TOE Start Date if no date)
5. Enter District Assignment (Use TOE Start Date if no date)
6. Select School (if district-wide select school in LE)
7. Enter State Assignment code and corresponding FTE
8. If the individual is teaching staff (teacher, para, co-teacher, etc.) check the “teacher” box
9. If the individual is a special education supervisor, check the supervisor box
10. Click Save

## Teacher-Class

### A. Course

1. Scheduling>Add Course
2. Map Number to District Course Number
3. Map Name to District Course Name
4. Map SCED Subject and Course to Course Code (xx/xxx)
5. Map SCED Lowest and Highest grades to Grade Low and Grade High
6. Map SCED Course Level to Academic Level Code
7. Map Unit Credit to Credit Amount
8. Map SCED Sequences to Course Sequence and Course Sequence Total
9. Map Distance Learning, Dual Enrollment and Alternative Ed

### B. Section

1. Course>Section
2. Click Add Section
3. Map Section Number to Section Code (limited to 4 digits)
4. Map Session Type and Session Number
5. Map Section Schedule Placement to Class Start Date/Class End Date
- 6.

### C. Staff History

1. Map Primary Teacher to Teacher (and SEID)
2. Map New Teacher/New Section Staff to Support Staff Type, Co Teacher Type, Instructional Para Type
3. Select the staff member (see #8 under TOE if not showing in dropdown)
4. Select the role

### D. Roster

1. Add students to course

## Calendar Setup

- A. Calendar (System Administration>Calendar>Calendar)
  - 1. Start and End Dates should be 7/1/xx to 6/30/xx+1
  - 2. If other than a regular school calendar, select Type
  - 3. If there is a significant schedule difference within the school, a second calendar must be created
- B. Grade Levels
  - 1. The grade levels should match the OPI Central grade levels for the calendar/school (could have two calendars in the school that, together, match the OPI Central grade levels (e.g., K-3 calendar, 4-5 calendar).
- C. Terms
  - 1. Enter the terms that match the grading periods for the school (trimester, quarter, etc.)
- D. Periods
  - 1. Create Period Schedules for each day length during the year (regular day, early release)
  - 2. Start and End Time are start of class to end of class (for middle and HS use period schedules)
  - 3. In "Lunch Time" enter the number of minutes of unstructured time between start and end times
- E. Days
  - 1. Click Day Reset
  - 2. Enter first PIR day and last PIR day, select the days school is held (generally) and click Create Days
  - 3. For PIR Days, uncheck Instruction and Attendance and enter Day Event – also enter Start and End Time and Duration (actual hours of instruction, minus breaks)
  - 4. For non-school days, uncheck School Day, Instruction and Attendance and enter Day Event
  - 5. For early out, change Period Schedule for the date
  - 6. Can copy identical calendars to other schools